

**MINUTES**  
**GREEN BAY TRANSIT COMMISSION**  
**Monday, February 19, 2014**  
901 University Avenue, Commission Room  
**8:15 a.m.**

**MEMBERS PRESENT:** Roger Kolb, Chair; John Withbroe, Vice Chair; Alderman Jim Warner; and David Harp

**MEMBERS EXCUSED:** Scottie Corrigan, Secretary; Kevin Kuehn, and Ron Antonneau

**OTHERS PRESENT:** Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Essie Fels, Recording Secretary; Jason Drake, Mechanic Foreman; Lisa Conard, Brown County Planning; Tracy Flucke, Village of Allouez; Lynn Boland, HR Director; Cathy Putman, and April Herlache

**1. Call the meeting to order**

Chair R. Kolb called the meeting to order at 8:16 a.m.

**2. Approval of Agenda**

J. Warner made a motion to approve the February 19, 2014 agenda. J. Withbroe seconded the motion. Motion carried.

**3. Approval of the minutes of the January 15, 2014 meeting**

J. Withbroe made a motion to approve the minutes from the January 15, 2014 meeting. J. Warner seconded the motion. Motion carried.

**4. Action: Agreement with Rasmussen College**

T. Wittig stated we have renewed the agreement with Rasmussen College. We will continue to keep the same rate; which is \$500.00 billed quarterly. The service continues to be a success and also promotes public transportation throughout the colleges. We are asking for the approval to continue this program for another year.

R. Kolb inquired as to the ridership numbers been increasing for the school.

P. Kiewiz stated their ridership has held steady for the past year. It was hard for Metro to see those actual numbers because there was abuse. We had some issues with the security of the passes and we have worked with them to resolve some of those things. We will continue to work with them to increase their number of riders.

J. Withbroe made a motion to approve the agreement with Rasmussen College. D. Harp seconded the motion. Motion carried.

## **5. Action: Green Bay Metro Title VI Program**

R. Kolb stated there were a couple of revisions handed out prior to the meeting.

P. Kiewiz stated the Title VI Program is an FTA requirement. There have been some changes to the program especial with Green Bay over the 200,000 census. Everything that has been included in your packets: Paratransit application, complaint forms for Title VI discrimination; has been translated to Spanish version as well. Those are based upon the population in our community. We are over the threshold numbers now so that is why a lot of those documents are required to be in Spanish form.

We have two revisions due to the going back and forth with the FTA in regards to Limited English Proficiency Plan there is the percentage of Spanish population in our community that speak less in English; we have also added the number of people besides just the percentage. The other revision is in the other document of the actual plan; we needed to add that Green Bay Metro does not have any subrecipients at this time.

Otherwise, this will bring us all up to regulations with the FTA.

J. Withbroe made a motion to approve with revisions of the Green Bay Metro Title VI Program. D. Harp seconded the motion. Motion carried.

## **6. Action: Green Bay Metro Safety, Security and Emergency Plan**

P. Kiewiz stated over the years transit had a lot of things put into place, but not all combined into one; we also have expanded. Through the MAP-21 reauthorization, there is some security requirements we need to be sure we meet and the safety of passengers, employees, and as a department as a whole.

What this documents covers is:

The Safety Program which explains how our employees are trained and gives a nice overview of Metro and what's covered. It also explains how we go about supervising, and monitoring situations. It explains the requirement in the Maintenance Department for safety purposes. An operator Jahn Headington and Patty sit on a Safety Committee for the City of Green Bay; so we kind of take those things into consideration for our plan.

The second step in this plan is the System Security Plan which explains our facility hours, who has access and to what, who is responsible for different documents throughout the facility and making sure we are meeting the security requirements. It is a very good document for employees it gives them the information as to what to expect and things to watch for. Times are much different these days and we just need to make sure everyone knows how to respond, what to watch for. It also covers the monitoring of the cameras we have on the property.

The final part of this plan is the Emergency Action Plan this is something that Green Bay Metro has not had in the past, which we have implemented. This lays out what we all do if we need to evacuate the building, what do people need to do, where do we meet, how do we ensure that everyone has gotten out of the facility. We have assigned responsibilities to people in certain areas ensuring that everybody in their areas can get out safely and securely.

After this policy is been approved; we will then start the training process to ensure all staff and employees are well aware of what needs to happen going forward.

J. Withbroe asked if Metro will have to continually update these policies.

P. Kiewiz stated yes. In all of the policies or plans we have been working very hard on getting these documents up to date. What we are planning on doing is on an annual basis schedule time yearly to review all of these and if they need to be updated we will make the changes and maybe they may not need any updating.

P. Kiewiz stated we share this with police and fire. The emergency plan is something Lieutenant Nick from the fire department actually shared with us a boiler plate policy that is used through OSHA. They play a big role into this plan. Tom and I have done table top exercises through Brown County Emergency Management. Hopefully we will never have to go through the real life situations, but being prepared is very important.

The Commissioners stated it was an excellent document and a great job.

J. Withbroe inquired if Metro was governed under the OSHA law.

P. Kiewiz stated yes a lot of times people assume that the City isn't, but there are clauses in there the municipalities are required to follow certain sections OSHA, which opens up that whole program for us to follow. But for a short answer yes, we follow all of the OSHA guidelines.

J. Warner made a motion to approve the Green Bay Metro Safety, Security and Emergency Plan. J. Withbroe seconded the motion. Motion carried.

## **7. Directors Report.**

T. Wittig updated the Commissioners on the Triennial review that took place last week it was an outstanding report near perfect. This was made possible because of the efforts of the staff: Patty, Cindy, Essie, Karen, Jason and Lisa from Brown County Planning for all they had done. This is a great accomplishment. Patty and her staff put in a lot of work to make this successful.

P. Kiewiz announced the January employee of the month, Jason Drake. He is starting his 11<sup>th</sup> year. Jason has been a mechanic since 2004; he is now our Shop Foreman. He does an awesome job keeping everything inline back in the garage and keeping us informed as to what's going on. We appreciate all the efforts and keep up the good work.

## **8. Miscellaneous Reports and Other Business.**

T. Wittig stated we do not have financial reports at this time as the year-end process continues. He also commented Green Bay Metro will be going through their annual financial audit next week with Schenk.

T. Wittig commented the cold weather has significant affected our ridership the first 6 weeks of 2014.

T. Wittig stated the drivers have done an outstanding job with the snow, getting the passengers on and off the buses in a safe manner.

P. Kiewiz said she would like to also add a comment regarding the triennial review. She stated for the most part this is the first time many of the staff had gone through a triennial review and experienced the hard work that goes into it. The organization and the commitment that is required. The staff had done a phenomenal job. Cindy was awesome at keeping us organized and having us all prepared. They did a wonderful job. Maintenance did an awesome job on how well the facility looked.

J. Withbroe commented cudo's to staff, maintenance, and drivers for a job well done.

## **9. Establish the date of the next meeting.**

The next meeting of the Transit Commission is scheduled for Wednesday, March 19, 2014 at 8:15 a.m.

## **10. Closed Session: Labor Update.**

The Commission may convene in closed session pursuant to Section 19.85(1) (e), Wis. Stats, for the purpose of deliberating or negotiating public employee contracts for competitive or bargaining reasons. The Commission may, thereafter, reconvene in open session pursuant to Section 19.85(2), Wis. Stats. to report any actions taken during closed session and to consider all other matters on the agenda.

Motion by J. Withbroe, second by D. Harp, to convene in closed session. Motion unanimously carried.

Attendees for closed session were Roger Kolb, Chair; John Withbroe, Vice Chair; Alder. Jim Warner, David Harp, Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; and Lynn Boland, HR Director

Motion by J. Withbroe, second by D. Harp, to reconvene in open session. Motion unanimously carried.

No action was taken during closed session. The Commission received an update on labor.

## **11. Adjourn.**

Motion made by J. Withbroe, second by J. Warner, to adjourn at 9:00 a.m. Motion carried.

Respectfully submitted,

Essie Fels